



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date April 12, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 137		Date Received APR 17 1974	Application No. 74-125 Date Completed APR 25 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication 19 Hunter St., S. W. Atlanta, Georgia 30334		4. Person to Contact Dr. James F. Andrews	5. Working Title State Vet.
		6. Tel. No. 656-3667	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

July 72 to Date

9. Exact Series Title

SWINE MOVEMENT PERMIT FILE

10. What is the function of the office in which this record series is created?

The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

COMMON STANDARD - DISTRICT OFFICES

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the movement of swine from farm to another.

Included is Swine Movement Permit Form (AG 24-027077), which identifies buyer and seller, and person authorizing movement.

File is arranged chronologically by month, thereunder by date of sale.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION 21-4	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2	3		21	8.5
Legal-size File Drawers	1	1.5	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				1	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [x] []
- 14. Is there a duplication of this series in another office or agency? [x] []
State Veterinarian's Office
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [x]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 13 ~~xyearsx~~ months:
a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER Monthly, then:
[x] Hold in the current files area 13 month(s)/ year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
[x] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

Earlier Disposition of State Office copy is authorized.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>Ellis D. Sikes</u> Date <u>4-15-74</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: STATE RECORDS COMMITTEE	Agency Head/Designee [] Approved [] Disapproved	<u>Ellis D. Sikes</u>	<u>4-15-74</u>
	State Auditor/Designee [] Approved [] Disapproved	<u>William M. Ayon</u>	<u>4-23-74</u>
	Secretary of State/Designee [] Approved [] Disapproved	<u>Correll Hart</u>	<u>4-23-74</u>
	Attorney General/Designee [] Approved [] Disapproved	<u>Robert Shell</u>	<u>4-23-74</u>